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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 3713.1**Effective Date: November 18,
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Subject: Procedures for Providing Reasonable Accommodation for Individuals with Disabilities w/Change 1 (4/8/04)

Responsible Office: Office of Diversity & Equal Opportunity[| TOC](#) | [Change History](#) | [Preface](#) | [Chp1](#) | [Chp2](#) | [Chp3](#) | [Chp4](#) | [Chp5](#) | [Chp6](#) | [Chp7](#) | [Chp8](#) | [Chp9](#) | [Chp10](#) | [Chp11](#) | [Chp12](#) | [Chp13](#) | [Chp14](#) | [Chp15](#) | [Chp16](#) | [AppdxA](#) | [AppdxB](#) | [ALL](#) |

Chapter 2. Definitions

2.1 Decision Maker (DM)

The person who determines whether or not a request for reasonable accommodation is granted. In the case of an employee, the DM will, in most cases, be his/her immediate supervisor. In the case of an applicant, it shall be the Human Resources Specialist (HRS) who has been assigned to process the vacancy. In cases where the employee's immediate supervisor or the HRS processing the vacancy is not available to receive and process a request for reasonable accommodation, the Center's Equal Opportunity (EO) Officer will be the DM.

2.2 Disability Program Manager (DPM)

Normally, a member of the Agency's or Center's Office of Equal Opportunity Programs staff whose responsibilities include administering the Special Emphasis Program (SEP) for Individuals with Disabilities. In some cases, the duties of a DPM may be performed on a collateral duty basis by a person permanently assigned to an operational component other than the Headquarters or Center's Office of Equal Opportunity Programs.

2.3 Essential Functions

Those job duties that are so fundamental to the position that the individual holding or desiring that cannot do the job without performing them. A function can be "essential" if, among other things: the position exists specifically to perform that function; there are a limited number of other employees who could perform the function if it were assigned to them; or the function is specialized and the individual is hired based on his/her ability to perform it. Determination of the essential functions of a position must be made on a case-by-case basis so that the current duties of the position reflect the job as actually performed, and not simply the components of a generic position description.

2.4 Individual with Disability

One who: (1) has a physical or mental impairment which substantially limits one or more of the person's major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

2.5 Qualified Individual with a Disability

An individual with a disability is qualified if (1) she/he satisfies the requisite skill, experience, education, and other job-related requirements of the position; and (2) she/he can perform the essential functions of the position, with or without reasonable accommodation, without endangering his/her health and safety or the safety of others within the work environment.

2.6 Reasonable Accommodation

An adjustment made to the job requirements and/or any change in the work environment enabling a qualified individual with a disability to perform the essential duties of the job to which she/he is assigned, thereby enabling the individual to enjoy equal employment opportunities. In addition, reasonable accommodation may include, but shall not be limited to:

2.7 Reassignment

Reassignments are made without competition and only to vacant positions at the same or at a lower grade if an equal grade position is not available, and for employees who are qualified for the position.

2.8 Undue Hardship

If a specific type of accommodation causes significant difficulty or expense, NASA may not have to provide that particular accommodation. A determination of undue hardship is always made on a case-by-case basis, considering factors that include the nature and cost of the accommodation needed, and the impact of the accommodation on safety and other operations of the Agency.

2.9 Physical or Mental Impairment

(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine, (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, traumatic brain injury, emotional or mental illness, and specific learning disabilities.

2.10 Major Life Activities

Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

2.11 Complaint

A formal complaint is a signed statement by a disabled individual or their designated representative that contains the disabled individual's name, address, and telephone number, and describes the discrimination alleged to have occurred in enough detail to sufficiently inform NASA of the nature and date of the occurrence. Complaints filed on behalf of classes, or third parties, must also describe all individuals who are alleged to have been subjected to improper discrimination.

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